



City of Fayetteville

240 Glynn Street South • Fayetteville, Georgia 30214
Telephone (770) 461-6029 • Facsimile (770) 460-4238

www.fayetteville-ga.gov



MAYOR
Edward Johnson

COUNCIL
Scott Stacy, Mayor
Pro Tem
Kathleen Brewer
Paul C. Oddo, Jr.,
Harlan Shirley
James B. Williams

CITY MANAGER
Ray Gibson

CITY CLERK
Anne Barksdale

October 4, 2016

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: September 26th through October 2nd

CITY ADMINISTRATION

- Held a meeting on Monday, September 26th with Finance & Administrative Services Director Mike Bush and Consultant Planner Maurice Ungaro to discuss the SPLOST project list booklet.
- Attended a meeting with staff from the Police Department and Planning & Zoning on Monday, September 26th to discuss the responsibility of enforcing various City codes.
- Held a meeting with Scott Gallacher on Monday, September 26th to discuss various projects within the City.
- Attended a Drug Free Fayette Board Meeting on Tuesday, September 27th at the offices of Fayette FACTOR.
- Held a meeting with resident Dennis Chase on Tuesday, September 27th to discuss the City's SPLOST list and to discuss items at The Ridge Nature Area.
- Attended a project management meeting at Pinewood Studios on Tuesday, September 27th to discuss the Pinewood Forrest mixed-use development. Also in attendance were Mayor Ed Johnson, Public Works Director Chris Hindman, Building Official Greg Taliercio, Deputy Fire Chief Linda Black, Fire Marshall Marty Mundok, and Fire Department Inspector Bill Rieck.
- Attended a meeting with Planning & Zoning staff on Tuesday, September 27th to discuss the Pinewood Forrest Development Agreement.
- Out of the office on Wednesday, September 28th for a medical procedure.
- Held a meeting with Promaker's Len Gough on Thursday, September 29th to discuss some development options for portions of the downtown.
- Held a meeting with School Resource Officer Bob Stavenger on Thursday, September 29th to discuss some ideas and options for the School Resources Officers in the carrying out of their duties.
- Held a meeting with Bill Foley from Foley Design Group on Thursday, September 29th to discuss the downtown master plan and the Pinewood Forrest Development Agreement.

- Held a conference call with Barry Goodman from The Goodman Corporation on Friday September 30th to discuss funding options for a canal in the downtown area. Also in attendance was Council Member Harlan Shirley, Assistant City Manager Alan Jones, and Finance & Administrative Services Director Mike Bush.
- Attended a meeting with Chick-Fil-A's John Stephenson on Friday, September 30th to discuss the Downtown Master Plan and the potential for a canal.
- Handled some personnel matters within various departments throughout the week.
- Continued to work on finalizing the City's SPLOST project list booklet with the assistance of The Collaborative Firm.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- Continued preparing for year-end close out.
- Continues with the audit preparation work.
- Continued to work on the Budget Book award.
- Remodeling of the City Hall continued and should be completed by early November.
- The Janitorial Cleaning Services bid opening was held on Wednesday, September 26th.
 - 9 proposals were received.
- Utilities Management module of the new software continued to be worked on.
- Focused on correcting data for the HR/Payroll modules of the new software.

Accounts Payable

- Keyed payment data for 86 invoices and processed payments to 57 vendors.
- Prepared 59 current week checks for pick up/mailing.
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received nine (9) new business applications.
- Issued six (6) new business licenses.
- Collected \$3,077.67 for 2015 delinquent and new licenses.
- Collected \$28,115.39 from the Hotel/Motel Tax.
- Collected \$1,567.03 from the Beer, Wine & Liquor Tax.
- Entered payments into the A/S 400 System.
- Submitted the financial post, edit and balance reports.

Utility Billing

- Assessed late fees to delinquent accounts.
- Received \$151,247.76 in revenues consisting of Water, Sewer, Sanitation, Stormwater, and Penalties.
- Established Water and Sewer service for 21 new customers.
- Billed out for 3855 customers.
- Billed out \$146,604.20 in expenses consists of Water, Sewer, Sanitation and Stormwater charges.
- Pilot Program: Delinquent Accounts Callout

- Due to the learning process of the new software system, there were no courtesy call-outs.

Human Resource

- Handled numerous personnel matters.
- Assisted with the interviews for the Administrative Clerk position within the Police Department.
- Employment Opportunities
 - Fire Fighter: Opened 5/2/2016 until filled
 - Waste Water Treatment Plant Operator: 8/19/2016 through 10/20/2016
 - Maintenance Worker I: 9/29/2016 through 10/31/2016
 - Code Enforcement Officer: 9/9/2016 through October 14th
 - Public Relations Specialist (PIO): 9/9/2016 through October 14th
 - Planner: 9/9/2016 through October 14th
 - Police Officer: Opened 9/19/2016 until filled
- Resumes Submitted: 11
 - Fire Fighter: 0
 - Police: 2
 - Waste Water Treatment Plant Operator: 0
 - Code Enforcement Officer: 3
 - Public Relations Specialist (PIO): 3
 - Planner: 3
 - Maintenance Worker I: 0
- Wellness Flu Shots: Rite Aid was in-house at City Hall from September 28th and 29th from 7:00 am to 9:00 am both days.
 - 43 individuals received a flu shot
- Continued to work on the New World Payroll/HR Conversion process.
- Turn Over Report
 - There was 1 employee hired in the month of September. There were 0 terminations and 2 resignations. There are 13 open position; 4 in Public Services, 3 in Planning and Zoning, 1 in Fire and 5 in Police.

Turn Over Report				
	Resigned	Retired	Terminated	2016
Admin				0
Court				0
Engineering	1			1
Finance				0
Fire	3			3
Main Street				0
Planning and Zoning				0
Police	4			4
Public Works	1			1
Water		1		1
Total	9	1	0	10

Average # Employees				145
Current # Employees (FT)				122
Current # Employees (PT)				23
Open Positions				13
Total Employees				158
Turn Over Percentage				6.897%

Court

- # of citations received: **131**
- # of warrants issued (FTA & VOP): **1**
- # of citations (FTA) sent to DDS: **6**
- # of scheduled arraignment cases: **73**
- # of scheduled trial cases: **13**
- Total amount collected for the week: **\$19,012.10**

INFORMATION TECHNOLOGY

GIS Projects

- Quality Control of data for The Ridge Nature Area EMS Marker Project.
- Studied and tested the Hillshade visualization and conversion from DEMs in ArcGIS Spatial Analyst and 3D Analyst (On-line Training).

Technology Projects

- Troubleshooting card reader issues.
- Provided pictures for the SPLOST project list booklet.
- Provided upgrades for the new software server, printers and desktops upgrades.
- Pushed new security patches to desktops.
- Handled daily service calls.
- New World Conversion
 - Employee Earnings History
 - Payroll changes

Police Technology Projects

- Archived ICOP videos to storage.
- Downloaded 12 ICOP drives.
- Downloaded video from 8 body cameras.
- Archived body camera video to cloud storage.
- Reloaded 1 laptop computer.
- Setup 3 New Desktop with BCAM Dock.
- Help Jonas and Kelvin with door access system in City Hall.

Open Records Request

- DVD Request of traffic stops and investigations: **25**

Web Site Visits for the Week

- Total pages viewed: **15,130**
- **Total unique pages viewed: 11,125** (Excludes Repeated Pages viewed)
- Average time spent on each page: **52 Seconds**
- **Top 10 City Web Pages**

	Web Page	Number of Hits	Percentage
1.	Official Website Main Page	2,409	15.92%
2.	Jobs	982	6.49%
3.	Events	926	6.12%
4.	On-Line Payments	831	5.49%
5.	Jobs Applications	646	4.27%
6.	Events Calendar	459	3.03%
7.	I Want To	439	2.90%
8.	Government	416	2.75%
9.	Residents	416	2.75%
10.	On-Line Services	408	2.70%

Facebook Insights

- Total Page Likes (Fans) 5,985
- Total Reached 18,108
- People Engaged 1,108
- Fans
 - Women **77%**
 - Men **23%**

ECONOMIC DEVELOPMENT

Economic Development

- Finalized a deal with The Bear FM and the landlord that resulted in a 4-year lease signed and ad agreement with the City is now official.
- Attended a Pinewood Forrest meeting with City staff to discuss the main issues to overcome before development can be permitted. Mostly pertaining to stormwater and land disturbance requirements.
- City volunteer day at The Ridge scheduled for Friday, October 28th to continue clean out of Whitewater Creek kayak/canoe trail.

Main Street

- Held Movie Night on courthouse lawn on Friday, September 30th. About 100+ were in attendance and it was very well-received.
- Prepared for the upcoming Zac Brown Band concert.
- Prepared for the Main Street Golf tournament. This occupied the majority of staff time during the week. A total of 16 teams registered.

COMMUNITY DEVELOPMENT

Planning & Zoning

- Handled multiple customer/public inquiries for zoning uses.
- Plans submitted for Bojangles, Lidl Grocery Store, and Southern Behavioral Healthcare – preliminary plan review.
- Planning and Zoning Commission meeting was held on September 27th.
- Continued research on crematory regulations and will present findings at committee meeting.
- Compiled and emailed out second installment of background reading for Comprehensive Plan Steering Committee.
- Prepared the Power Point presentation for the Comprehensive Plan Steering Committee Meeting.

Building

- Number of Building Inspections Performed: **111**
- Number of Permits Issued: **14**
 - **5: Building**
 - Commercial Repair/Remodel: **1**
 - Commercial New: **2**
 - Residential Repair/Remodel: **1**
 - Residential New: **1**
 - **0: Demolition**
 - **4: Mechanical**
 - **2: Utility Restoration**
 - **0: Foundation Only**
 - **1: Electrical**
 - **2: Plumbing**
 - **0: Land Disturbance**
 - **0: Fence**
 - **0: Low Voltage**
 - **0: Construction Trailer**
 - **0: Pool**
- Plans Received: **0**
 - Commercial Repair/Remodel: **0**
 - Commercial New: **0**
 - Residential Repair/Remodel: **0**
 - Residential New: **0**

Code Enforcement

- Total Inspections: **37**
 - Proactive: **25**
 - Complaint: **12**
- Verbal Warnings: **8**
- Written Warnings: **0**

- Notice of Violations: **1**
- Stop Work Orders: **0**
- Citations Issued: **0**

PUBLIC SERVICES (Sanitation, Stormwater, Water, Waste Water/Sewer, Public Works)

Public Works

- Cleaned City Hall and Police Department.
- Cut and maintained the following areas:
 - Commerce Drive
 - Grady Avenue
 - Bradford Square
 - Beauregard Boulevard path
 - Patriot Park
 - White Road
 - New Hope Road
 - Lafayette Avenue
 - Stonewall Avenue downtown
 - Highway 54 West
- Continued sidewalk repairs throughout Argonne Forest Subdivision

Stormwater Department

- Cut down a tree in the detention pond at Kaylee Court.
- Cut down trees on the Pye Lake Dam.
- Cleaned out catch basins on Pye Lake Drive.

Sewage Department

- Average daily flow treated is 2.080 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.
- Responded to 1 sewer backups.
- Replaced SCADA battery at Beaverbrook lift station.
- Helped Lowes in troubleshooting lift station issues for their private station.

Water Department

- Average daily flow of 1.555 of system demand.
- Repaired 7 water leaks.

Utility Locates

- Located the water and sewer for 42 utility locate tickets.

POLICE DEPARTMENT

Among the numerous calls for service the **Patrol Division** handles; these are some of the highlights:

- **Shooting**: Patrol units responded to the area of Bradley Drive in reference to a self-inflicted gunshot wound to the leg. She was transported to Grady Hospital for treatment. No foul play suspected.
- **Domestic**: Patrol units responded to the area of Publix North in reference to a domestic in the parking lot between husband and wife. The wife caught her husband with another woman and began striking both individuals with her fist. She was arrested without incident.
- **Prowling**: Patrol units responded to the area of Industrial Way in reference to 3 individuals dropped off in the area after 2200 hours. The three subjects were caught looking into businesses with flashlights. All three were arrested without incident.
- Numerous arrest for traffic offenses (7), DUI (3)
- Several Arrest for shoplifting (3)
- 3 Wanted persons located
- Several arrest for offenses not listed above (9)

Training Division/ Warrants

- Registered 7 Officers for upcoming training.
- Warrants pickups completed in Cherokee and Clayton counties.
- All warrants checked and verified this week.

Community Events

- Meet around the Flag Pole - Tyrone
- Southern Credit Union golf tournament

Criminal Investigations

- Investigations assigned **15** cases this week.
- Investigations cleared **11**cases this week.
- **0** Call outs for investigators this week.
- **0** Call outs for CID Supervisor's this week
- **0** Call outs for crime scene investigators this week.
- The front office answered 104 phone calls, handled 58 walk-ins, referred 14 accident reports, 7 incident reports, processed 14 alcohol IDs and 2 impound releases, ran 15 backgrounds, 9 tags and 9 VINs.

FIRE DEPARTMENT

Operations

- **Incidents**: Units responded to 46 emergency calls for service during the week.
- **Volunteer**: The September 26th volunteer meeting was held at Station 91.
- **Projects**:
 - Attended meeting at Pinewood Studios to discuss Phase I of Pinewood Forrest.
 - Attended meeting to discuss the proposed amendments to the development agreement for Pinewood Forrest.

- Per request of the Fayette County Sheriff's Department, the department displayed the American flag on the pad of Station 91 for procession to take K-9 Officer Kane to his resting place at the SO.
- Completed an update of the departmental organizational chart for Budget book.
- All carpets were cleaned at fire headquarters, building and IT departments.
- Sent firefighter candidate to Stone and Associates for psychological testing